

# Leon Creek WRC Facility Improvement Design-Build Project Solicitation No: PS-00152

Julie Valadez, AIA, PMP

Project Manager

Marisol V. Robles

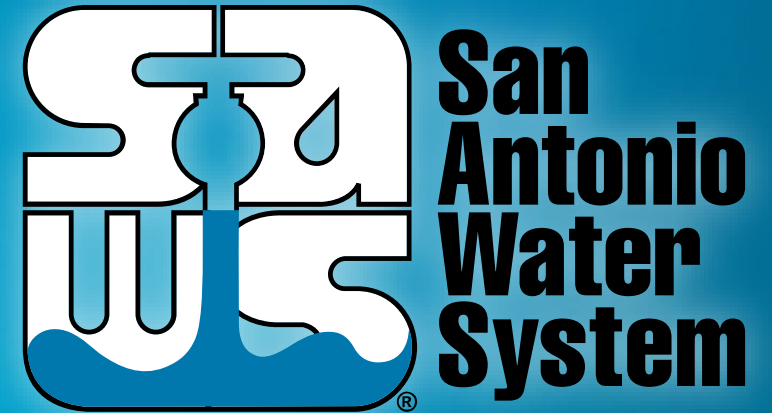
SMWB Program Manager

Diana L. Woltersdorf

Manager – Contract Administration

Roxanne Lockhart

Sr. Contract Administrator – Contract Administration



MAKING SAN ANTONIO  
**WATERFUL**

Pre-Submittal Meeting  
June 07, 2023

# WebEx Meeting Information

- Sign-in with name, company name and contact information in the WebEx chat box
- Presentation has been posted on the SAWS website at:  
[https://apps.saws.org/business\\_center/contractsol/Drill.cfm?id=4225&View=Yes](https://apps.saws.org/business_center/contractsol/Drill.cfm?id=4225&View=Yes)  
Submit questions at the end of today's presentation
  - Submit your question in the chat box, or
  - Send an email to Roxanne Lockhart at [Roxanne.Lockhart@saws.org](mailto:Roxanne.Lockhart@saws.org)
- SAWS will read questions aloud
- **Please mute your devices during the meeting**

# Oral Statements

Oral statements or discussions during this Pre-Submittal Conference will not be binding, nor will they change or affect the RFQ, RFP or the terms and conditions of the contract. Changes, if any, will be addressed in writing only via an Addendum.

# Agenda

- General Project Information
- Project Requirements
- Submission Restrictions and Requirements
- Selection Process
- Evaluation Criteria
- Submittal Packet Preparation
- Addendums
- Key Dates
- Electronic Submission
- Communication Reminders
- Project Overview (to include Location and Scope of Services)
- Questions



# General Project Information

- Utilizing the Design-Build alternative construction delivery method under Texas Government Code 2269.301 to select a single, qualified independent DB firm that will provide the best value to SAWS
- Estimated Budget: \$7.23 million
- Project Worksite
  - Design and construction services for a new Administration Building on approx. 5 acres of undeveloped land located within the Leon Creek WRC property.
  - Design and construction services to demolish / relocate existing office building and trailers (the newest trailers, circa 2013, will likely be relocated)
    - This scope shall not proceed until SAWS confirms they are empty and ready for demo, all sub-surface and utilities shall be located to ensure no disruption to plant operations.
- Design Criteria Package (DCP) and DB Agreement with Exhibits are posted on the SAWS' website

# Project Requirements

## Submitting a Response

- DB firm must select A/E team members in accordance with 2254.004 of Texas Government Code who are licensed to practice in Texas
  - Key personnel should include USGBC LEED certified and LEED professionals knowledgeable in developing and administering pertinent requirements and stipulations
- Review insurance coverage with insurance broker (See Exhibit I3 of the DB Agreement)
  - Must ensure compliance or that variances will be resolved during negotiation, if selected
  - If short-listed, Statement of Compliance with Owner Insurance Requirements (Attachment E)
  - If selected for negotiations, provide full insurance policies of DB firm within 48 hours of request
- If short-listed, submit a Bid Bond for 5% of estimated cost
  - Upon execution of DB Agreement, DB Firm will provide a Security Bond (Bid Bond released)
  - Once Final GMP is established, submit Performance and Payment Bonds, which excluding the design portion (Security Bond will be released)

# Project Requirements

## Submitting a Response

- During evaluation period and up until award, Respondent may not change team members identified in organizational chart
  - If a circumstance does occur during the procurement process, Respondent shall notify SAWWS as soon as possible
  - SAWWS may allow Respondent to replace the key team member with alternate who possesses equal or better qualifications and experience
- Per SAWWS Ethics Policy, a former SAWWS employee may not serve in a lead role as a key team member for a period of 2 years from termination of employment
  - Failure to adhere may result in Respondent's proposal being found non-responsive or a reduction in points
- Financial Statements for most recent year required to be submitted with proposal
  - Respondent must clearly indicate legal entity being proposed
  - Guaranty Agreement in favor of SAWWS is allowable, but not required
  - Respondent may be rejected if the firm does not possess the financial strength and capacity to undertake the Project



# Project Requirements

## Contract

- Obtain COSA and AHJ permits
- Coordinate and schedule the performance of the services and work for staging and move-in
- Adhere to Government Code Chapter 552, subchapter J to preserve contracting documents
- Ensure LEED equivalent certification for new administration building based on energy efficient and environmentally conscientious designs and meet energy related codes per AHJ.
- Utilize SAWS' Contract and Project Management System (CPMS) to invoice and manage project documents
- DPOR to develop and provide design deliverables utilizing a BIM model environment (and convert into AutoCAD (\*.dwg) format
- Provide signed Form I295 (TEC website) with signed DB Agreement



# Project Requirements

## Contract

- Adhere to prevailing wage rates per Texas Government Code 2258
- Wage decisions found in the DB Agreement
  - May be updated up to deadline of the RFP if changed by DOL
- Payroll records are subject to review
- Utilize LCP Tracker software to submit certified payroll on a weekly basis even in non-performing weeks
- Contractors are responsible for sub-contractor payroll
- Late payrolls delay contractor payments, as well as release of retainage at the end of the project
- Payroll records are subject to review
- Site visits are random and unannounced
- Interviews will be conducted and will be private & confidential
- All apprenticeship programs will need to be approved by DOL prior to starting

# Submission Restrictions

- Firms that are partners or sub-consultants, and/or have an *ongoing* role with the PM (APSI) may not submit for this RFQ or serve on a team of the DB firm
- Specifically, ALTA Architects, Cleary Zimmerman Engineers, K Friese & Associates, Professional Services Industries (PSI) and US Cost

# Submission Requirements

- Respondents must have previous DB experience and projects selected for the proposal must demonstrate that experience
- The lead Project Manager must also demonstrate DB experience
- SAWS prefers that the DB firm's proposed DPOR has A/E experience on DB project(s)
- DB firms commits to maintain the employment of and to not replace the Project Manager throughout the Design and Construction of the Project.

# Selection Process

- Step 1 - Requests for Qualifications (RFQ)
  - Submittals scored per published Evaluation Criteria
  - No greater than 5 firms will be short listed
- Step 2 - Request for Proposals (RFP) to short-listed firms *only*
  - Attachment E & Bid Bonds (Due within 7 days of RFP issuance)
  - Site visits
  - Interviews, if necessary
- Proposals scored from published Evaluation Criteria
- Selected firm notified and negotiations begin
  - Conduct Worksite investigation: SAWS will provide a Worksite Investigation Stipend for use by the selected DB firm to produce a Worksite Investigation Report submitted to negotiate a reasonable Worksite Conditions Allowance (See Section IX of the DB Agreement)
  - If negotiation is unsuccessful, SAWS will keep the Worksite Investigation Report



# Evaluation Criteria

Page	CRITERIA	MAX POINTS AVAILABLE	MAX PAGES ALLOWED
13-15	Proposed Team Members/Comparable Experience <b>DB Firm:</b> (Note: Specific information required on Resumes and Project sheets)	25 points	15 (does not include resumes)
15	Proposed Team Members/Comparable Project Experience <b>DPOR:</b> (Note: Specific information required on Resumes and Project sheets)	25 points	15 (does not include resumes)
15-18	Project Approach	25 points	15
18-19	Quality Assurance/Quality Control established processed	10 points	5
19	Small, Minority, Woman, and owned Business (SMWB)	15 points	5
	TOTAL	100 points	55 pages max

# Evaluation Criteria

## Proposed Team Members/

## Comparable Experience DB Firm: 25 Points

- Summary and Organization Chart of Proposed Project Team
  - Team Introduction/Organizational Charts
  - Key Personnel and Staffing Commitments (percentages)
  - Staffing and Succession Plans (Attachment C of the RFQ)
  - Previous Project Collaboration (team history, experience, roles and strengths)
  - Identify additional skills, experience and qualifications
- Key Personnel Resumes\*\*\*
  - One page per person; Ensure to include the 6 required items
- Firm Experience
  - Relevant to the scope of Services and Work
- Design-Build Coordination Experience
- Past Project Experience of DB Firm\*\*\*
  - Project Sheets for 3 relevant projects of similar size and scope performed by DB firm in the last 10 years (a.-h.). **Proposed team members should have worked on these projects.**
- Subcontract Management

XYZ building  
ABC industries  
Anywhere, USA

Area for name of Project, client or company and location

Name of firm and/or firm logo (optional)

Area for Project photo(s) or renderings (optional)

Year complete: \_\_\_\_\_

Client's POC or Owner Representative and contact information: \_\_\_\_\_

Initial Owner Budget: \$ \_\_\_\_\_

Contract value: Construction: \$\$ \_\_\_\_\_

Completed Construction cost \$ \_\_\_\_\_


Description of project including scope and size

Explanation of your firm's role in estimating and explanation of any variances between initial, contract and final construction costs

List key personnel who led this project, and CLEARLY INDICATE their title, their specific tasks on the Project, and whether they are proposed to participate in this work order for this RFQ submission

\*\* examples for reference purposes only

# Leon Creek WRC Facility Improvement Design-Build Project



# Evaluation Criteria

## Proposed Team Members/

## Comparable Experience DPOR Firm: 25 Points

- Summary and Organization Chart of Proposed Project Team
  - Team Introduction/Organizational Charts
  - Key Personnel and Staffing Commitments (percentages)
  - Previous Project Collaboration (team history, experience, roles and strengths)
  - Identify additional skills, experience and qualifications
- Key Personnel Resumes\*\*
- Firm Experience
  - Relevant to the scope of Services and Work
- Design-Build Coordination Experience
- Past Project Experience of DPOR\*\*
  - Project Sheets for 3 relevant projects of similar size and scope performed by DPOR firm in the last 10 years (a.-h.). **Proposed team members should have worked on these projects.**
  - Project Sheets for 3 relevant projects of similar size and scope performed by Civil Engineer firm in the last 10 years (a.-h.). **Proposed team members should have worked on these projects.**

XYZ building  
ABC industries  
Anywhere, USA

Area for name of Project, client or company and location

Name of firm and/or firm logo (optional)

Area for Project photo(s) or renderings (optional)

Year complete: \_\_\_\_\_

Client's POC or Owner Representative and contact information: \_\_\_\_\_

Initial Owner Budget: \$ \_\_\_\_\_

Contract value: Construction: \$\$ \_\_\_\_\_

Completed Construction cost \$ \_\_\_\_\_


Description of project including scope and size

Explanation of your firm's role in estimating and explanation of any variances between initial, contract and final construction costs

List key personnel who led this project, and CLEARLY INDICATE their title, their specific tasks on the Project, and whether they are proposed to participate in this work order for this RFQ submission

\*\* examples for reference purposes only

Leon Creek WRC Facility Improvement Design-Build Project





# Evaluation Criteria

## Project Approach – 25 Points

- **Summary of Project Approach (3 items)**
  - Understanding Scope of Work and DCP, as well as Design and Construction Approach
- **General Coordination (3 items)**
  - Coordination/Communication
  - CPMS Document Control and Status Reporting
  - Project Commissioning, Turnover, and Final Close-out
- **Guaranteed Maximum Price (GMP) Approach and Adherence (4 items)**
  - Do not include any fees or prices
- **Schedule Approach, Recovery Schedule and Project Status Reports (4 items)**
  - Schedule Approach and Innovation
  - Risk Identification, Assessment, Analysis and Mitigation Plan (including Range of cost to conduct Worksite Investigation)
  - Permitting Tracking and Methodology
  - Recovery Schedule
- **Safety Program and Records**
  - Summary of firm's safety record for specific projects identified in Respondent's proposal
  - Safety Procedures Plan (to include 17 items)
  - Does not count towards the page count



# Evaluation Criteria

## Quality Assurance/Quality Control Established Processes – 10 Points

- Detailed step by step from start of project to completion (for the Design and Construction Phase)
- DB firm's QA/QC processes for oversight and management of DPOR and their subconsultants
- DPOR's internal QA/QC processes for ensuring drawing and specification completeness, conflict check and resolution across disciplines, compliance with Owner's scope and standards, and completion of final as-built submittal.
- Both entities shall show their QA/QC processes address the 9 questions.
  - DB firm and DPOR should coordinate their responses as it relates to the QA/QC processes with each other

# Evaluation Criteria

## Small, Minority, and Woman-owned Business (SMWB) Program – 15 Points

### RFQ Scoring

- Five Narrative Questions
  - Up to three points may be awarded per answer, for a total of up to 15 points.
- 
- Questions related to the SMWB Program, or scoring of the RFQ may be directed to the SMWB Program Manager until the submittal date.

**Marisol V. Robles**, SMWB Program Manager

Email: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

Telephone: 210-233-3420

# Submittal Packet Preparation

## Tabs

- Tab 1 - Attachment D (Submittal Response Checklist)
- Tab 2 - Respondent Questionnaire
- Tab 3 - W9 Form
- Tab 4 - Evaluation Criteria
  - A for Proposed Team Members/Comparable Experience: DB Firm
  - B for Proposed Team Members/Comparable Experience: DPOR
  - C for Project Approach
  - D for Quality Assurance/Quality Control Established Processes
  - E for SMWB
- Tab 5 - Financial Statements
- Tab 6 - Attachment A (Conflict of Interest Questionnaire)
- Tab 7 - Safety Procedures Plan

# Submittal Packet Preparation

## Tab 4 - A & B

- Attachment C - Staffing Plan for DB Firm and DPOR (includes Org chart with Civil PM identified)
- Resumes for all key team members proposed for this Project (1 pg/6 items)
- Project Sheets
  - Similar size and scope (new construction/demolition/renovations)
  - Public municipalities, similar industrial or light commercial operations, or similar building typology
  - All contact information of project Owner (previously verified)
  - Key personnel and their specific tasks and role on this DB project



# Submittal Packet Preparation *(cont.)*

- Total of 9 Project Sheets (3 for DB firm, 3 for DPOR, and 3 for Civil Engineering team)
- Project selected should include key personnel on DB firms proposed team
- Utilize Attachment D- Submittal Response Checklist, which identifies the pages numbers in the RFQ, as well as dually assists with:
  - Tabs
  - Identification of required documents and page limits

# Submittal Packet Preparation

- Thoroughly read and become familiar with the entire RFQ and DCP and ask any questions.
- Ensure there is a response to each item identified within the Evaluation Criteria to minimize point reduction.
- Ensure submittal clearly shows that the DB firm and DPOR collaborated on the SOQ submission, and that it reads as a cohesive document.
- Be very specific and avoid “boiler plate” responses.
- Ensure all required documents are submitted and signed, when applicable (i.e. Respondent Questionnaire, CIQ, etc.)
- Contact the SMWB Program Manager for assistance, if necessary
- Perform a thorough QA/QC review on submittal before submitting

# Addendums

- Receive notification directly in your email “Inbox”.
- Download documents.
- Subscribe using the Notify Me button
- Check SAWS website often and before submitting for this RFQ
- Multiple Addendums will be issued
  - Answers to questions
  - Changes to Exhibits and timeline within RFQ



Notify Me

Receive updates sent straight to your inbox.

Subscribe

[https://apps.saws.org/Business\\_Center/Contractsol/](https://apps.saws.org/Business_Center/Contractsol/)

# Key Dates

- June 9, 2023 by 4:00 p.m.
- June 12, 2023 by 4:00 p.m.
- June 25, 2023 by 2:00 p.m.
- June 26, 2023 by 2:00 p.m.
- June 26-July 14, 2023
- July 26, 2023
- July 31, 2023
- August 7, 2023
- August 29, 2023
- August 30-Sep 15, 2023
- Sept 18-22, 2023
- Sept – Oct 2023
- Sept – Oct 2023
- December 5, 2023
- December 2023
- December 2023

*\*Dates are subject to change*

**Receipt of Written Questions Due**  
**Q & A Posted to Website**  
**Deadline to request FTP Site Access**  
**Submittals Due**  
**Submittals Evaluated and Respondent Notification**  
**RFP Issued to short-listed firms/Site visits scheduled**  
**Mandatory Pre-Proposal Mtg and Site Visits (Short Listed Firms )**  
**Attachment E Due to SAWS**  
**RFP's Due to SAWS**  
**RFP's evaluated**  
**Interviews, if necessary**  
**Selected Firm Notified**  
**Site investigation and Negotiations**  
**SAWS Board Consideration and Award**  
**Non-Selection Notice Mailed**  
**Start Work**



# Electronic Submission

- FTP access requests are being accepting now, but no later than June 25, 2023 by 2:00 PM CDT
  - Email Roxanne Lockhart with legal name and recipient's email address and phone number
- Title the proposal “PS-00152 Phase 4 Service Center Project: Leon Creek WRC Facility Improvements DB Project RFQ Response” and name of Respondent
- One (1) file per Respondent
  - See Exhibit D Submittal Response Checklist
  - 8 1/2" x 11" portrait format (11" x 17" permitted where warranted)
  - PDF format with seven (7) TABS (and subtabs in Tab 4) bookmarked by including the Table of Contents function for easy access
- Allow sufficient time to upload; SAWWS recommends no later than 2 hours prior to the deadline
- Responses are due no later than June 26, 2023 at 2:00 p.m. CDT

# Communication Restrictions

- Respondents shall not communicate with the following:
  - SAWS' Executive Management, SAWS' Project Manager or any other SAWS' staff
  - SAWS' Program Manager (APSI)
  - City Council member of staff
  - SAWS Board of Trustees
- This includes phone calls, emails, letter, or any direct or indirect discussion of the RFQ (or forthcoming RFP)
  - If submitting for the RFQ and/or doing work for SAWS, indicate this when speaking with SAWS staff, but refrain from discussing the RFQ.
- Violation of this provision may result in Respondent disqualification for consideration
- Communication protocol is in effect up until Board award of the Contract.

# Project Overview

- Scope of services and work will take place at one site and work will consist of planning, development, design, engineering, procurement, demolition and construction.

- **Attachment E: Design Build Services Agreement**

- **Exhibit 1: Design Criteria Packet (DCP)** includes:

- Program Manager's Geotech

- Plans and Specs from previous Phases

- Detailed room data /room sizes/ finishes

- Performance Spec

# Project Location and Scope

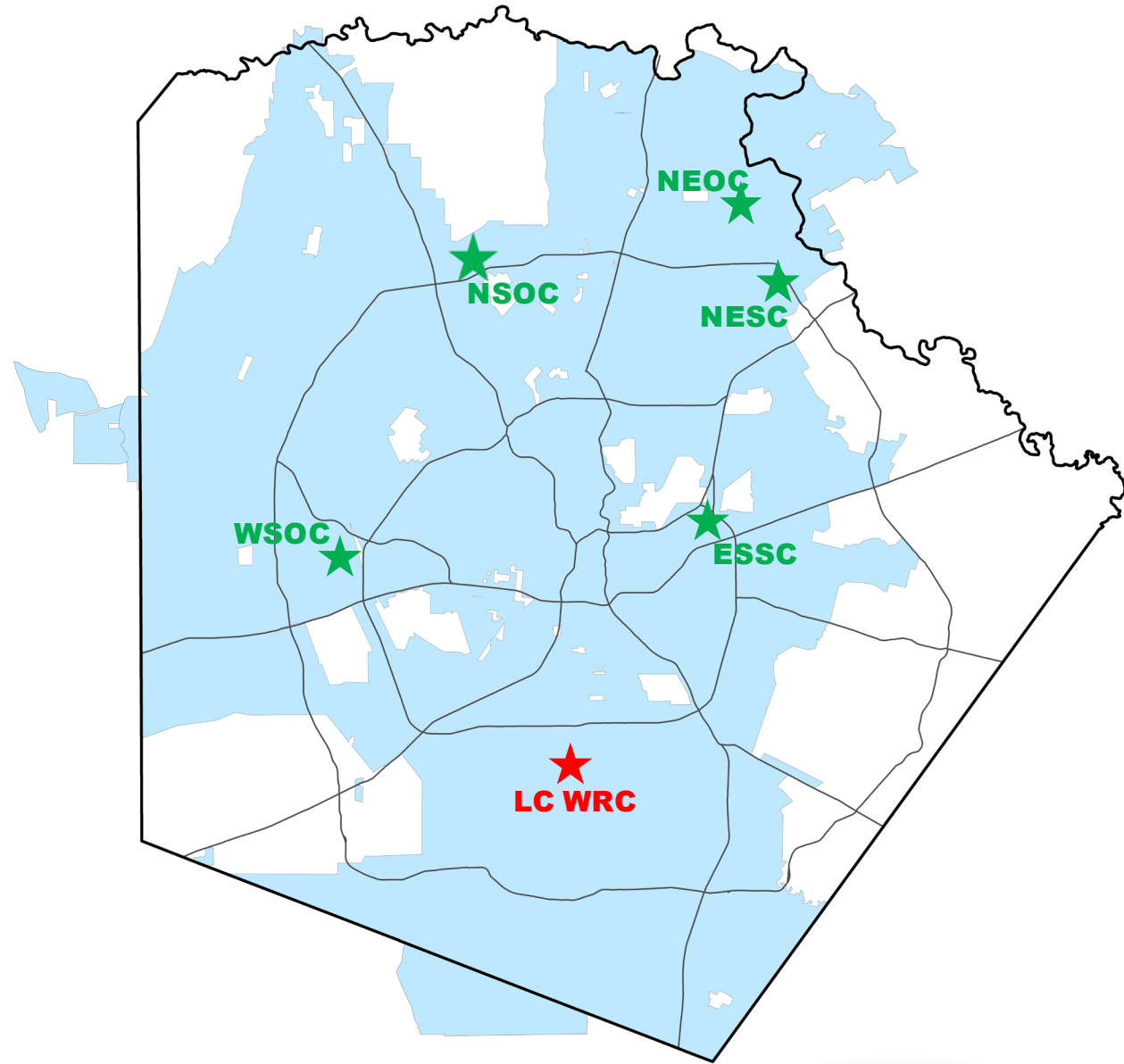
## New LC WRC Administration Building:

Design and construct a new Administration Building with associated POV staff parking and SAWS fleet parking located in southern Bexar County, modeled after the North Side Operations Center (NSOC) Admin Building.

Design and construct a new main entry to include paving, gate, marquee, lighting, security and landscaping.

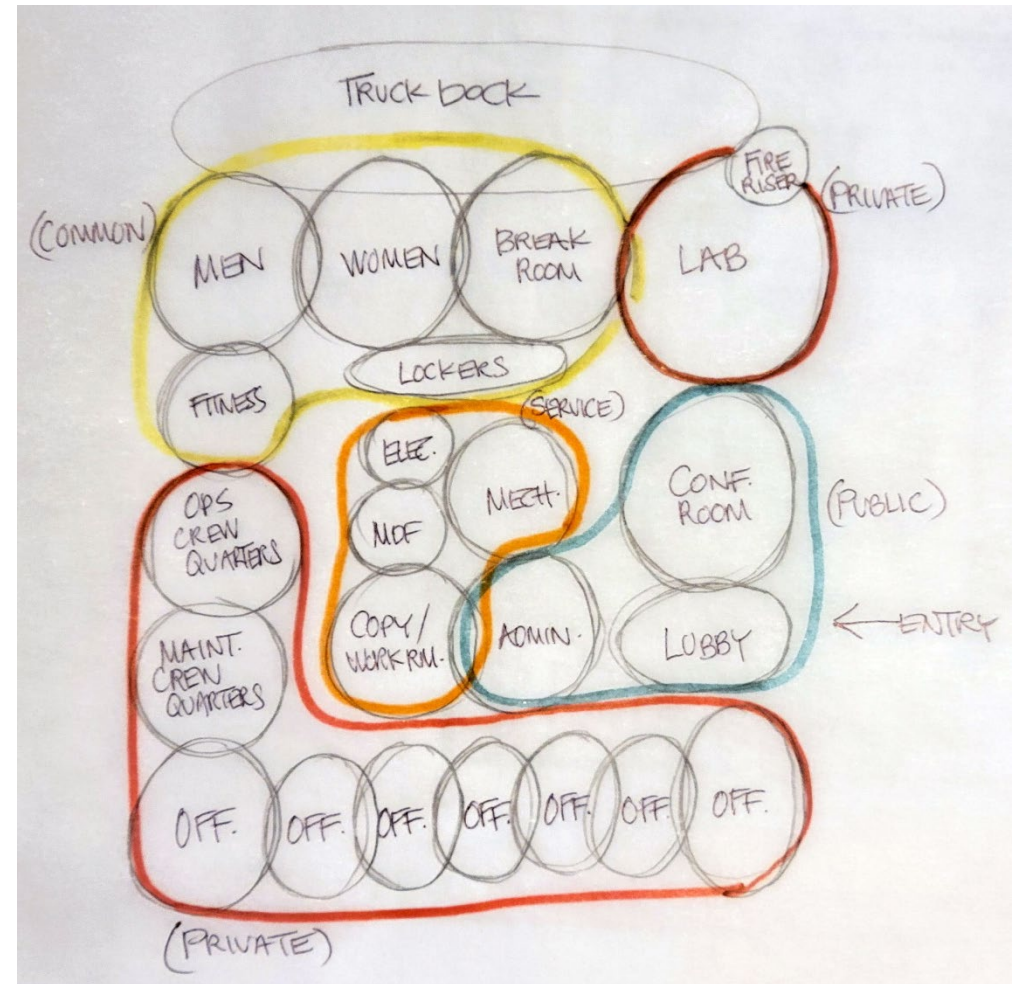
## Demolition / Removal of Existing Facilities:

Demolish guard shack at entry, admin building and vacant trailers. Relocate the 3 trailers currently occupied by staff (circa 2013).





# New Admin. Building Overview

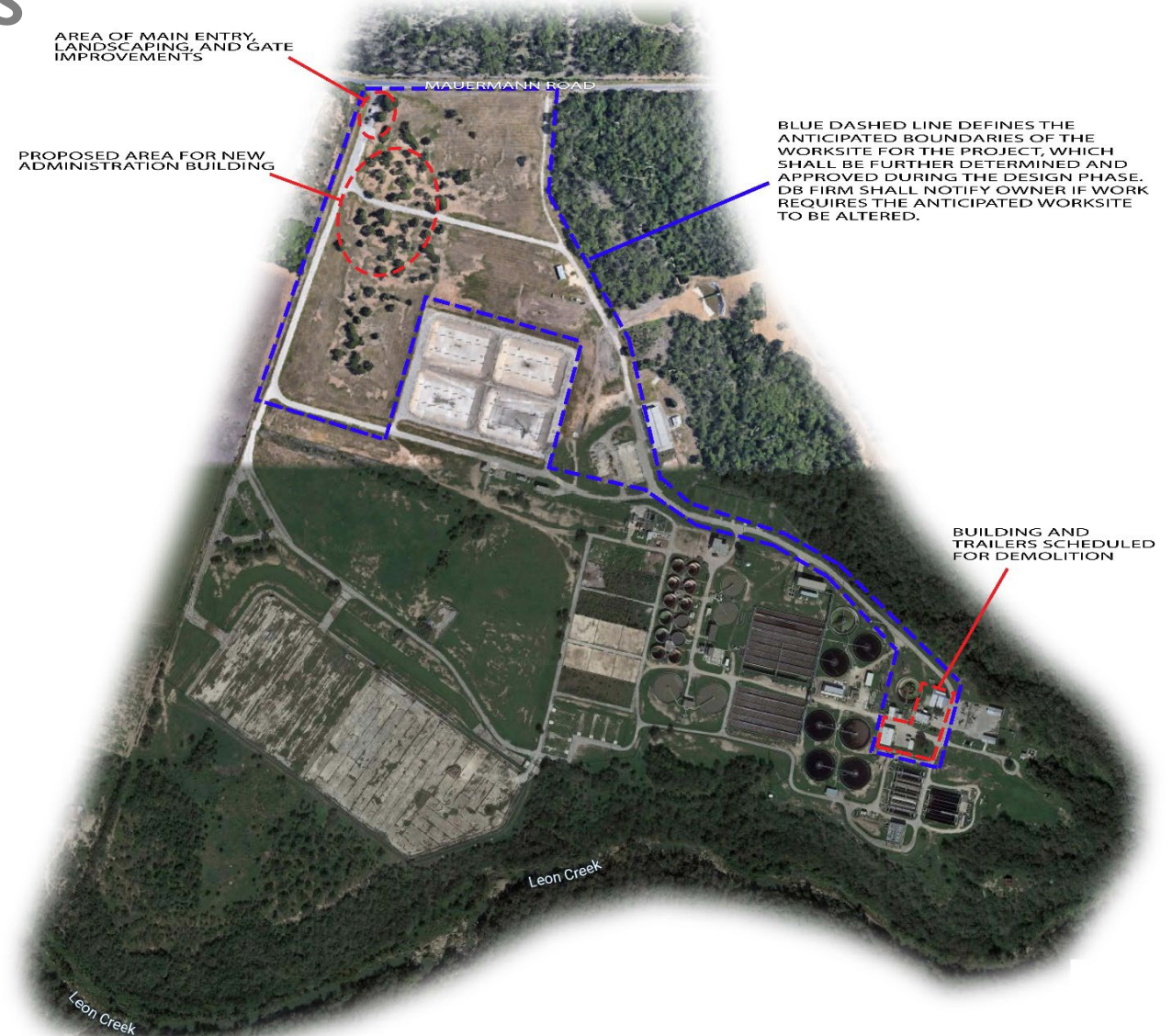


Bubble Diagram of New NEOC



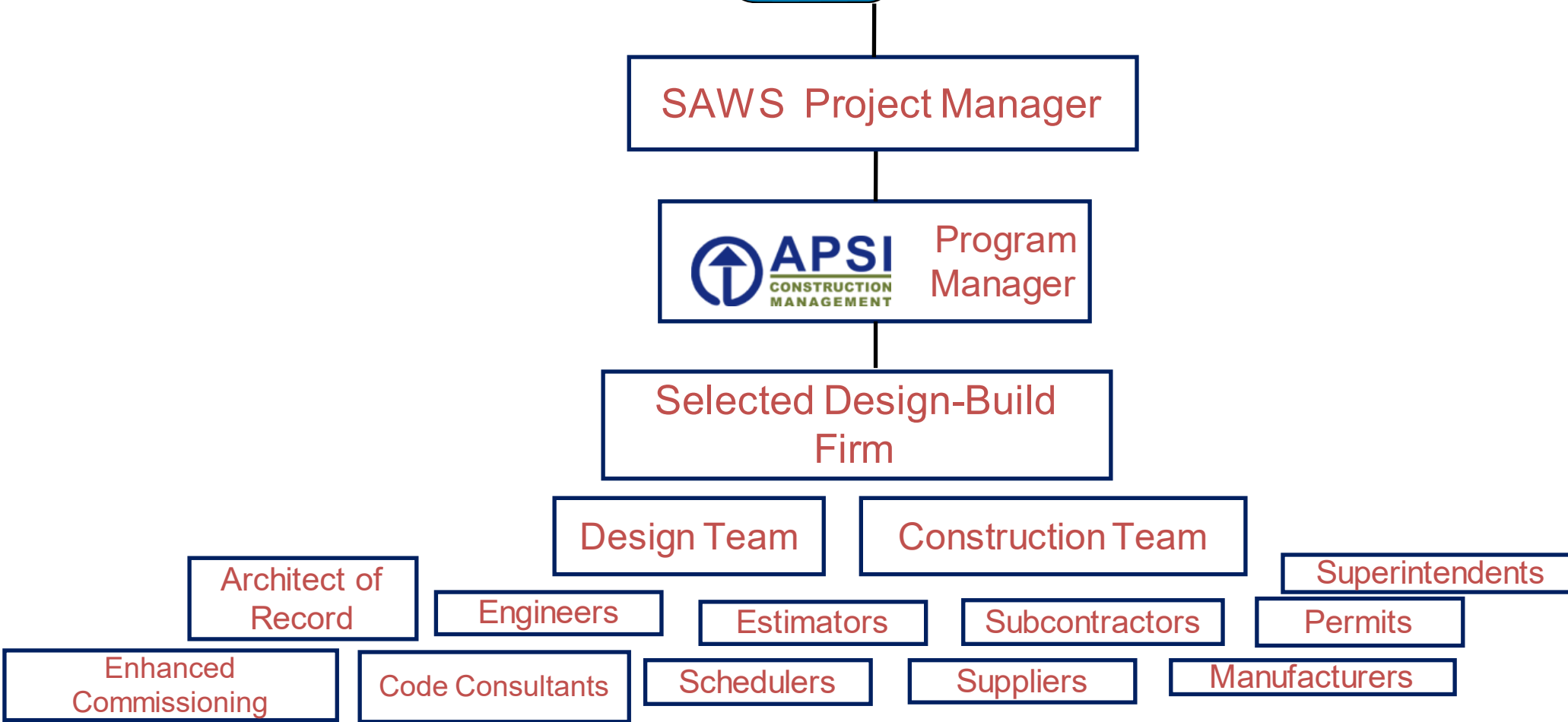
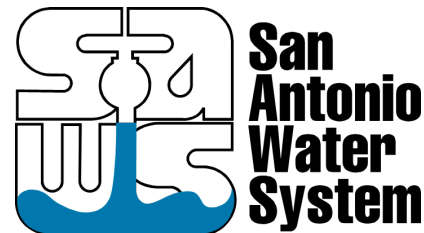
# Project timeframe and sites

- DB Firm selected and starts Design
- Construction of New Admin Building completed
- SAWS relocates crews from existing facilities to new facility
- Demolition of vacant buildings / trailers and relocation of trailers (circa 2013)

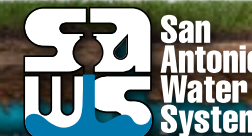


# Project Overview

## Communication Plan



Leon Creek WRC Facility Improvement Design-Build Project





# Questions

- Questions are defined in the RFQ as follows:
- **Technical questions** are those of a procedural nature, regarding the solicitation process, and questions intended to better understand the Scope of Services and Work.
- **Non-technical questions** are those concerning the terms of the Agreement or other matters not related to scope and matters of procedure.
  - Non-technical questions shall be deferred until a Respondent has been selected to commence negotiations.



# Questions

- Technical questions should be submitted no later than June 9, 2023 at 4:00 p.m. CDT
- Must be in writing, by email or fax to:

**Roxanne Lockhart**

Contract Administration Department

San Antonio Water System

[Roxanne.Lockhart@saws.org](mailto:Roxanne.Lockhart@saws.org)

Fax No.: 210.233.4438

- Non-technical questions will not be accepted

# QUESTIONS



(Submit through WebEx chat or via email to [Roxanne.Lockhart@saws.org](mailto:Roxanne.Lockhart@saws.org))

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Julie Valadez, AIA, PMP

Project Manager

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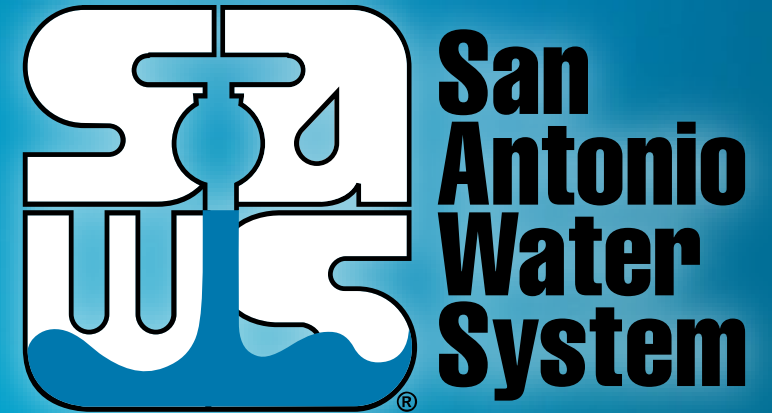
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